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Subj file

20 SEP 1979

MEMORANDUM FOR: Deputy Director for Administration

FROM: Harry E. Fitzwater
Director of Personnel

SUBJECT: Office of Personnel Weekly Report --
Week Ending 19 September 1979

1. Hispanic Job Fair:

25X1A

Latin America Personnel Officer, are in San Juan, Puerto Rico this week attending a Job Fair sponsored by the Puerto Rican government. Representatives from the Office of Equal Employment Opportunity as well as other Agency components are also attending the Job Fair. (U/AIUO)

3. Handicapped Employees:

Services Division on 10 September 1979 to discuss affirmative action reports requirements levied by EEOC regarding the presence or absence of architectural, transportation and communication barriers for handicapped individuals. (U)

b. A braille street map of metropolitan Washington, D.C., has been placed on the wall in A Corridor near the Southwest Entrance in Headquarters Building for use by blind, visually impaired, and normally sighted persons. The map was developed by the Department of Interior's Geological Survey in cooperation with the University of Washington and the Defense Mapping Agency. (U)

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4. Reserve Meeting: The principal speaker at the Joint Military Reserve Training Command (JMRTC) meeting on 17 September 1979 was Major Joseph T. Mesch of the Department of Army's Reserve Components Personnel and Administration Center (RCPAC) in St. Louis, Missouri. Major Mesch, who is the Military Personnel Branch's designated point of contact at RCPAC, discussed how his office assists Agency Reservists under the new Officer Personnel Management System (OPMS). He also was available for personal counseling in the Military Personnel Branch on the afternoon of 17 September 1979 and the morning of 18 September. Approximately 15 reservists discussed reserve career matters with Major Mesch. (U/AIUO)

5. PMCD Survey of the Office of Finance : Representatives of the Position Management and Compensation Division (PMCD) met with the Director of Finance and his senior staff to discuss scheduling and other details incident to the upcoming PMCD survey of that Office. This will be a team approach, involving three classifiers, nearly full-time, and will begin in November 1979. The survey will cover all positions in the Office of Finance. (U/AIUO)

6. NAPA Project Group: We anticipate the completion of draft papers on the following subjects this week:

- a. Flow-Through Policy and Reduction Programs
- b. Vacancy Notice System
- c. Occupational Career Systems
- d. Rotational Assignment Policy

Other papers currently being drafted include:

- a. Uniform Evaluation Guidance
- b. CT Selection and Placement Criteria
- c. LWOP Policy
- d. Non-Competitive Transfers to other Federal Agencies
- e. PRA

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7. Pan American Travel: Central Processing Branch has been advised by Pan American Airlines that they again have changed their fare and class systems. Effective immediately, they now have First Class, Business Class and Economy Class and have eliminated most of the 14-21 and 21-45 day excursion fares. The First Class entitlements remain the same; however, the Business Class replaces the former Clipper Class offered with the addition of allowing the First Class baggage allowance. Economy Class entitlements will remain basically the same; however, once an Economy Class ticket is issued and travel commenced there will be a \$25.00 service charge for any change in the ticket such as cancellation and rebooking, change in routing or upgrading of class of service. A \$25.00 fee will be charged if a refund is requested. This, of course, presents a problem as to whether Business Class will be authorized or if Economy Class will be used with authorization to pay the \$25.00 service charge. We assume that the latter will apply because of the lower Economy fare which is applicable. The office of the Special Support Assistant to the Deputy Director for Administration and the Central Travel Branch have been advised of the above and a decision will be forthcoming. In the interim, we will book all travel via Economy Class. (U/AIUO)

8. Hispanic Club: Amigos y Cia, the Agency's Hispanic Club, celebrated Hispanic Week at a dinner at the Casa Maria Restaurant in Southwest Washington, D.C., on 13 September 1979. The dinner was attended by 35 people. (U)

9. Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 71. (U)

10. Rehired Annuitants: See attached report. (S)

COMING EVENTS

1) Last minute planning continues for the third annual Financial Planning Seminar sponsored by the Office of Personnel. The seminar begins on Monday morning, 24 September 1979 at 0900 hours in the Auditorium. [REDACTED] Deputy Director^{25X1A} of Personnel, will open the seminar. (U)

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2) Materials are being distributed to Vice-Chairpersons for the forthcoming 1980 Combined Federal Campaign this week. The Agency's 1980 CFC Kick-Off Rally is being held in the Auditorium on 21 September 1979 at 2:00 p.m. (U)

3) The speakers for the Reserve Unit meeting on 24 September 1979 will be Major Hanselman and Major George. This team from the Pentagon will speak on the New Department of the Army Officer Evaluation System, which is a radically changed officer efficiency reporting system. (U)



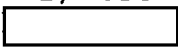
Harry E. Fitzwater

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Att

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WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT
ACTIVITIES FOR THE AGENCY (12 - 18 September 1979)

1. The following rehired civilian annuitant case was processed as a new hire:

DDO

25X1A

- Independent Contractor,
DCD, new hire effective
12 September 1979 (S)

2. The following rehired civilian annuitant cases were approved for extension:

DDA

25X1A

- Independent Contractor,
O-DDA, one-year extension effective 16 August 1979 (U)

- Independent Contractor,
Office of Security, one year extension effective 15 September 1979 (U)

3. The following rehired civilian annuitant case was terminated:

DDA

25X1A

- Independent Contractor,
Office of Training,
terminated 11 September 1979 (U)

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